

FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: **FP-102**
SUBJECT: **CONFERENCE SPEAKER'S EXPENSES**
EFFECTIVE DATE: January 15, 1983
REVISION DATE: 4/24/1991; 4/18/95; 6/23/01
APPROVED BY: CWEA Board of Directors

POLICY

The transportation and lodging expenses incurred by persons who are invited to participate in CWEA or its conference committees may be reimbursed if budgeted for, or subsequently requested by the Conference Committee, and approved by the Board.

PROCEDURES

1. Transportation and lodging expenses of invited speakers are not to be paid by CWEA or its conference committees if the speaker is a CWEA member who is attending the conference as a participant.
2. Honorariums or speakers' fees may be paid if budgeted for, or subsequently requested by the Conference Committee, and approved by the Board.
3. Registration and meal costs for speakers shall be determined by the conference chairperson. However, the general rule is that speakers should register and pay fees if they are there to attend the conference. If not, no registration should be needed. CWEA should only pay for a speaker's meal if the speaker is on the program connected with the meal (breakfast, lunch, or dinner sessions).